AFFIRMATIVE ACTION
IMPLEMENTATION PROCEDURES

1. Policy Statement

Manitoba Finance is committed to the principle and practice of Affirmative Action as outlined in a Joint Policy Statement issued on behalf of the Province of Manitoba and the M.G.E.A. (Appendix A).

All Department of Finance activities should reflect commitment to that Policy and these procedures.

2. Responsibility

2.1 Deputy Minister - The Deputy Minister has overall accountability and responsibility for Affirmative Action. The Deputy Minister will appoint management members to the Affirmative Action Committee, appoint the Affirmative Action Coordinator, approve all plans and implementation strategies, and make rulings on issues in dispute. The Deputy Minister may, from time to time, delegate certain authority to other managers.

2.2 Divisional Heads - Divisional Heads will, from time to time, serve as management members of the Affirmative Action Committee, participate in target setting, and ensure compliance with the Affirmative Action Policy and these procedures within their Division and make recommendations to the Affirmative Action Committee.

2.3 Directors, Managers and Supervisors - The directors, managers, and supervisors will participate in target setting, make recommendations to the Divisional Head, and ensure that those under their direction comply with the Affirmative Action Policy and these procedures. Directors may also serve as management members of the Affirmative Action Committee.

2.4 All Manitoba Finance employees are expected to; A) comply with the spirit and intent of the Affirmative Action Policy, these procedures and Affirmative Action Committee Directives, and B) cooperate with those charged with implementation and administration of the policy and these procedures.

2.5 Affirmative Action Committee. The Affirmative Action Committee will consist of three management representatives and three worker representatives. (worker representatives are appointed by the M.G.E.A.)

The Committee will:
- meet regularly, but at least quarterly, and issue regular reports
- appoint 2 co-chairpersons, one management rep. and one worker rep.
- maintain confidentiality
- administer the Affirmative Action Policy within the Department
- review and approve all actions taken under the Affirmative Action Policy or these procedures, and issue directives as required

2.6 Affirmative Action Coordinator, will:

- represent the Department in all matters relating to Affirmative Action
- attend all Department of Finance Affirmative Action Committee meetings as a resource person (with no vote)
- be responsible to coordinate all Affirmative Action initiatives within the Department
- report to the Deputy Minister on all Affirmative Action matters (at least quarterly)
- carry out and coordinate (within Finance) directives of the Central Affirmative Action Committee
- Record and report results to the Deputy Minister, Central Committee and Department of Finance management and staff

2.7 Personnel Manager, will:

- implement and carry out Affirmative Action initiatives in the functions of job description writing, recruiting, selection, performance evaluation, promotion, training, job design and employee benefits
- serve as Affirmative Action Coordinator
- provide Affirmative Action advice and counselling to Finance management and staff
- ensure that all personnel related activities reflect the Affirmative Action Policy and these procedures
- keep statistics and records of Affirmative Action activities
- prepare and issue reports as required
- ensure that where requested, confidentiality will be maintained

3. Communications Strategy

3.1 New Employees

- All newly hired or transferred employees will be provided with a copy of the Affirmative Action Policy and these procedures at the time of orientation

3.2 Existing Employees

- Existing employees will receive a copy of the Affirmative Action Policy and these procedures under a covering letter signed by the Deputy Minister

- Existing employees will receive status reports and updates on an ongoing basis, but at least semi-annually, including a copy of the staffing plan showing Affirmative Action targets

- will be required to complete a "barriers questionaire" as part of the process to remove systemic barriers

3.3 Public

- recruiting information will reflect Affirmative Action Policy

- all correspondence related to the hiring process, including letters to candidates, will make reference to, and reflect Affirmative Action Policy

3.4 Managers/Supervisors will attend a one (1) day Affirmative Action Workshop conducted by the Civil Service Commission, within two (2) years from date of this procedure, subject to availability of courses.

4. Target Setting

4.1 Workforce Analysis

Workforce Analysis data will be used in target setting, where in the opinion of the Affirmative Action Committee, such data is relevant, current, and extensive enough to be meaningful.

Where, in the opinion of the Affirmative Action Committee, Workforce Analysis data is not suitable, Affirmative Action targets will be established by the Committee, acting upon advice of the Coordinator following consultation with the Central committee and/or the Civil Service Commission, and Divisional Heads.

4.2 Long Range Plan

Affirmative Action targets will be established in accordance with the following schedule.

	1986				1987				1988				1990				1996			
In each job Family sub-groups	W	N	D	VM	W	N	D	VM	W	N	D	VM	W	N	D	VM	W	N	D	VM
% of Total Staffing level	10	1	1	1	20	2	2	2	35	3	3	3	40	5	5	4	50	10	7	6
Based on 10% average turnover - staffing level of 375 employees. W - WOMEN N - NATIVE D - PHYSICALLY DISABLED VM - VISIBLE MINORITY																				

4.3 Annual staffing Plan

- the Affirmative Action Committee will develop an annual staffing plan in accordance with the above long term plan.

- Annual staffing plan to be prepared according to the following schedule, for the next fiscal year so that any resource implications can be incorporated into the annual estimates preparation.

ACTIVITY	COMPLETION DATE EACH YEAR, COMMENCING 1986
1. Review of previous 2 years results prepared by Coordinator and presented to Affirmative Action Committee for discussion.	May
2. Hiring targets established for next fiscal year (specific numbers), approved by Committee and Deputy Minister.	June
3. Hiring goals communicated to Central Committee, C.S.C., Departmental Managers.	July
4. Personnel Manager meet with Divisional Heads to translate sub-group goals into specific positions or job categories.	July
5. Hiring plan receives final approval from Affirmative Action Committee and communicated in time to be considered for estimates preparation.	Aug

4.4 Vacant Positions

Vacant positions will be filled in accordance with the annual staffing plan. The Branch Director will review all vacancies in light of this plan, and provide the necessary Affirmative Action Information on the "Notice of Vacant Position" form.

Personnel Services will be responsible to ensure that every effort is made to meet established Affirmative Action Staffing Targets. This will include "outreach " activities to seek out Target Group Members.

4.5 Special Measures

Positions may be "underfilled" with Target Group Members who do not meet normal selection criteria, with on-the-job/formal training being provided to upgrade skills, etc.

Duties from two or more positions may be grouped in order to provide employment opportunities for Target Group Members.

Agencies providing assistance to the handicapped should be utilized where job and/or workplace redesign may be necessary to accommodate physically handicapped Target Group Members.

5. Promotion

Affirmative Action Target Group Members shall be given first opportunity to be considered for promotion to vacant positions when;

1. Hiring of Target Group Member would not jeopardize the effective operation of the Department.

2. Target Group Members have been identified, are available, and seeking promotion.

6. **Systemic Barriers:**

Systemic barriers are policies and/or practices which in themselves or through inappropriate application, disadvantage certain groups in the workforce.

The Affirmative Action Committee and the Coordinator, in conjunction with Personnel Services and Departmental Managers, are responsible to identify and ensure the removal of all systemic barriers present in Department of Finance activities, particularly those relating to position descriptions, job design, recruitment, selection, promotion, training, reclassification and employee relations.

7. Selection Criteria

Criteria for selection of candidates for positions shall be job related only, contain no systemic barriers, and give preference to Affirmative Action Target Group Members where necessary to meet annual hiring plan targets.

8. Training & Development

Target Group Members shall be given preference for training opportunities, where such training would enhance their opportunity for promotion and/or selection to a position identified for filling by Target Group Members.

Special emphasis shall be placed on use of internal (non cost) training and development opportunities.

Rotational work assignments, secondments will be utilized in providing development and training opportunities for Target Group Members.

9. Position Descriptions

All management and supervisory position descriptions must contain a statement identifying accountability for Affirmative Action.

10. Identification of Target Group Members

10.1 In order to comply with Affirmative Action Policy, set targets, and monitor results, it is necessary to identify and record Target Group Members. Prior to an offer of employment, declaration is voluntary, however, existing (and newly hired) employees shall be required to declare as to whether or not they are a member of one or more Affirmative Action Target Groups, without any violation of current legislation.

The Civil Service Commission will keep and monitor statistics on hiring and staffing levels of all four Target Groups, and provide data back to departments.

10.2 In addition to voluntary pre-employment statements, the following methods may be utilized to collect workforce data.

Orientation - At the time of orientation and within the Personnel Office, newly hired employees will be required to declare their status vis-a-vis Affirmative Action (Appendix D).

Performance Appraisal - Performance Appraisal interviews, conducted by the immediate supervisor, may be utilized as a method of collecting Affirmative Action data. This method of data collection is approved by the Central Committee and is not in violation of existing legislation. (Performance Appraisal addendum attached, Appendix E.)

In the event that an employee refuses to identify his/her status, the employee should be referred to an appropriate member of the Affirmative Action Committee, or the Personnel Manager.

Where the Affirmative Action status of the employee is obvious, the supervisor will provide the data, and inform the employee that this data has been provided and will be utilized for statistical purposes only.

11. Effective Date

Approved by Central Committee January 1986

This procedure becomes effective as of April 1, 1986.

12. Approvals

Jeannette Gelmich — Co-chairperson — November 25, 1985 — Date

Co-chairperson — Date

Deputy Minister — 2/12/85 — Date

AFFIRMATIVE ACTION

POLICY STATEMENT

The Government of Manitoba and the M.G.E.A. are committed to the concept of Affirmative Action to redress existing discriminatory barriers and to enhance promotion and equality of treatment within the provincial government for women, physically disabled persons, Natives and visible minorities.

The union and government agree jointly to ensure Manitobans under-represented in government employ have access to employment and opportunity for career path development within that employ, consistent with the Civil Service Act and relevant collective agreements. While the present restraint on hiring throughout the Civil Service will make it more difficult to implement Affirmative Action policies, both parties recognize the need to lay the ground-work for more equitable systems. To this end a joint union/management Affirmative Action Committee will be established both at the central and departmental level. This committee will design a plan that will include outreach recruitment, special training and management development programs to redress the effects of past practices and to accelerate equalized representation in the work force. Given the systemic discrimination across Departments in the clerical category, the Central Committee will also develop specific strategies and action to accelerate the promotion of persons classified in this category.

AL MACKLING - MINISTER

Gary Doer
President, M.G.E.A.

Together the Government and the MGEA are committed to redress existing discriminatory barriers in the employment systems of the Civil Service. The Affirmative Action program will be enacted through joint union (employee)/ management committees at a central and departmental level. These committees are responsible for designing and monitoring strategies to include outreach recruitment, special training and management development programs, and acceleration for the promotion of clerical staff.

The policy identifies four target groups: women, natives, physically disabled persons and visible minories. "Target group" means those groups that are under-represented in all job categories in the workforce.

Women make up 50% of the Manitoba population, natives 10%, physically disabled 7%, and visible minorities 6%. The long-range goal is to have the Manitoba Civil Service reflect this representation in all job classifications. Annual targets and timetables will be set based on current labour force data, and availability of qualified target group candidates for different job classifications, so that practical results can be achieved and monitored on a yearly basis.

Definitions:

Native

"Native includes Status Indians, Non-Status Indians, Metis and Inuit."

Physically Disabled

"Physically Disabled are those persons with a physical disability, infirmity, malformations or disfigurations caused by bodily injury, birth defects or illness and without limiting the generality of the foregoing, includes epilepsy, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair or other appliance or device."

Visible Minority

"Visible Minority, examples of Visible Minorities are Blacks, Asians, Orientals, East Indians, etc."

APPENDIX D

MANITOBA FINANCE/CROWN INVESTMENTS HUMAN RESOURCE MANAGEMENT

NEW EMPLOYEE REGISTRATION

(For Statistical Purposes)

SIN _____ BIRTH DATE _____

LEGAL SURNAME _____

GIVEN NAME AND INITIALS _____

HIGHEST EDUCATION ATTAINED _____

HOME ADDRESS:

APT #, STREET #, STREET NAME _____

CITY/TOWN _____ *PROVINCE* _____

POSTAL CODE _____ *HOME PHONE NUMBER* _____

CHEQUE DISTRIBUTION: *YOUR CHEQUE MAY BE SENT TO EITHER THE OFFICE OR DEPOSITED IN YOUR BANK ACCOUNT. (Choose One)*

1. *OFFICE* _____
2. *BANK* _____ *ACCOUNT NUMBER* _____
   NAME OF BANK _____
   ADDRESS OF BANK _____
   POSTAL CODE OF BANK _____

FAMILY STATUS

(For dental plan coverage): *(Check One)*

SINGLE _____
SINGLE WITH DEPENDANTS _____
MARRIED _____
MARRIED WITH DEPENDANTS _____
COMMON-LAW SPOUSE _____

AFFIRMATIVE ACTION STATUS

(For Statistical Purposes):

FEMALE _____
NATIVE _____
PHYSICALLY DISABLED _____
VISIBLE MINORITY _____
SPECIAL MEASURES REQUESTED?
YES _____ *NO* _____

SEE REVERSE

WORK LOCATION (i.e. Winnipeg, Brandon, etc.) _____

NAME OF IMMEDIATE SUPERVISOR _____

PRESENT EMPLOYEE OF PROVINCE OF MANITOBA: (For transferring employees only)

PLEASE INDICATE DEPT. OR AGENCY _____

DATE LAST WORKED _____

FORMER EMPLOYEE OF PROVINCE OF MANITOBA:

If former employee of the Province of Manitoba, please indicate the following: YEAR OF SEPARATION _____

DEPT. OR AGENCY LAST EMPLOYED BY _____

(OVER, IF SPECIAL MEASURES REQUESTED)

LIST SPECIAL MEASURES REQUESTED BY EMPLOYEE:

(Example: Wheeelchair access, reduced hours, transportation, job redesign, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

CERTIFICATION:

I CERTIFY THAT THE INFORMATION HEREIN PROVIDED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

_____ _____

SIGNATURE OF EMPLOYEE DATE

_____ _____

ORIENTATION CONDUCTED BY DATE

MANITOBA FINANCE HUMAN RESOURCE MANAGEMENT

PERFORMANCE APPRAISAL ADDENDUM

TO BE COMPLETED AND ATTACHED TO ALL PERFORMANCE APPRAISALS

EMPLOYEE: _____ SIN _____

A. AFFIRMATIVE ACTION: (Check Appropriate Boxes)

Indicate status of employee vis-a-vis Affirmative Action

Non Target Group Member ☐ Female ☐ Native ☐

Physically Handicapped ☐ Visible Minority ☐

Special Measures Requested: Yes ☐ No ☐

If yes, list

_____

_____

_____

_____

_____

B. CONFLICT OF INTEREST STATEMENT: (Check Appropriate Boxes)

In accordance with Conflict of Interest Guidelines:

- No Conflict of Interest exists ☐
- A Disclosure Statement was provided on _____

Changes since last Statement YES ☐ NO ☐

- A new Disclosure Statement will be provided by _____

Were any divestment and/or other measures required to be taken as a result of a previous Disclosure Statement?

YES ☐ NO ☐

If yes, have measures been taken? YES ☐ NO ☐

C. CERTIFICATION:

I certify the above information is true and correct to the best of my knowledge.

_____ _____

EMPLOYEE DATE

_____ _____

SUPERVISOR DATE

EXAMPLES OF DISEASES CAUSING DISABILITY

Employees who are Diagnosed as having one (or more) of the following diseases can be considered as physically disabled.

They may not (however) be handicapped in so far as their present employment is concerned.

ANKYLOSING SPONDYLITIS (MARIE STRUMPEIL DISEASE)

ASTHMA

ARTHRITIS (OSTEOARTHRITIS)

ARTHRITIS (RHEUMATOID & SOME OTHERS)

BURSITIS

CEREBRAL PALSY

CLUBFOOT

CORONARY THROMBOSIS (HEART ATTACK)

CYSTIC FIBROSIS

DIABETES INSIPIDUS ("WATER DIABETES")

DIABETES MELLITUS ("SUGAR DIABETES")

EMPHYSEMA (CHRONIC PULMONARY)

EPILEPSY

GOUT

HEARING IMPAIRMENT

HEMOPHELIA

HUNTINGTON'S

KIDNEY TRANSPLANTATION

LUPUS ERYTHEMATOSUS

MULTIPLE SCLEROSIS

MUSCULAR DYSTROPHY

PARKINSON'S

PLEURISY

POLIOMYELITIS

SCOLIOSIS

SENILE DEMENTIA (ALZHEIMER'S)

SPINA BIFIDA

SPINAL CORD INJURIES (PARAPLEGIA, QUADRIPLEGÍA, HEMIPLEGIA)

STROKE

VISUAL IMPAIRMENT